

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: SECURITY OFFICER

POSITION LOCATION: ASDB

POSITION REPORTS TO: Security Team Leader for day-to-day leadership
Supervised by Administrator

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS: High School diploma or equivalent to GED; minimum of two year's full-time experience in security field with roving patrol experience; possess a valid Arizona driver's license; knowledge of and experience with various security systems, fire protection systems, emergency procedures, and public contact; additional qualifying experience may be substituted for the educational requirement on a month-for-month basis.

MAJOR DUTIES AND RESPONSIBILITIES: Major areas of responsibility: ensures that students, staff, and agency assets are properly and adequately protected by active involvement in security functions, including but not limited to conducting security patrols of all areas of the campus on frequent but irregular basis for the purpose of fire detection, intruder detection, safety hazards, and any unusual conditions; provide assistance to students, staff, and visitors with regard to information, emergency conditions, traffic and parking control, and when appropriate "crowd control" at special events; notification of proper personnel in the event of fire, fire alarms, malfunctioning equipment, i.e., sprinklers, irrigation systems, lighting, gas or water leaks, etc.; resets alarm system after cause is determined and corrected. Other responsibilities include: maintains security equipment in good condition; maintains complete, chronologically accurate, legible shift security log; issues visitor passes to campus visitors when administration office is not open; issues traffic and parking citations in conjunction with agency/campus policies; performs other related tasks as required and directed.

SPECIAL REQUIREMENTS/CONDITIONS: Must pass a beginning sign language course; complete Crisis Intervention Training, and complete CPR classes within one year of employment. Must utilize appropriate personal protective equipment as required.

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| PAY PLAN: <u>Classified</u> | GRADE: <u>06</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>Revised: 7/2006</u> |
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